5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1117
Log onto **cyberservices @ www.theexpogroup.com**

Material Handling Information

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS:
All exhibitors must have all crates tagged for empty storage by Tuesday, December 9, 2014 at 3:00 pm.
NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.
Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of $50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS
In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 2:30 pm does not guarantee Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE
It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)
Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)
The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded.
If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to $.30 (USD) per pound per article with a maximum liability of $50.00 (USD) per item, or $1,000 (USD per shipment), whichever is less.

LIABILITY

- Shipments delivered or consigned to the direct to dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to $0.30 per pound per article, with a maximum of $50.00 per item or $1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
  - Error to above procedures.
  - Removal of containers with old empty labels and The Expo Group labels.
  - Improper information on empty labels.
  - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

Material Handling Definitions

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no **additional handling required.**

Additional Handling: applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet only shipments or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

What is a Small Package? (50 lbs. Maximum per package) Letters or small packages received at show-site **during show days only**.

What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"? Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet/pad only shipments? Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.

What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.

What is Outbound? Shipments leaving show site and being sent to another destination.

What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.

What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the Marshaling location prior to unloading/loading.

What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of $50.00 per CWT (2500 lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

What is Overnight Parking Fee? There is a fee for parking at the Marshalling Yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**

THE EXPO GROUP

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SBC Small Business Conference — Federal Engineering, Construction & Environmental Programs

SAME SBC
DECEMBER 9 – 11, 2014
KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI

Material Handling Rates

You will receive a 10% credit on the rates listed below if you prepay for this service by November 3, 2014 and ship your freight roundtrip on one of the official show carrier YRC. Credit will be applied to the balance of this service after the final audit of the show.

FOR DEFINTIONS, PLEASE SEE 14c
STRAIGHT TIME: Monday - Friday, 8:00 am - 4:30 pm **OVERTIME:** Monday - Friday after 4:30 pm, All Day Saturday & Sunday

WAREHOUSE HOURS: Monday - Friday, 9:00 am - 4:30 pm
Warehouse Closed on November 27 - 28, 2014 for Thanksgiving

Please note the following:

- Additional charges will apply for any shipment left on floor without TEG Outbound Material Handling form completed and turned into TEG Service Desk. One half hour min. TEG supervised labor fee will be charged.
- Your shipment may be moved into or out of Show Site on overtime due to scheduling beyond TEG's control.

Rate Classifications:	Price Per CWT	200lb. Minimum
•Advance Shipments to Warehouse (200lb. Minimum) Advance Freight Deadline Date: November 3, 2014 to December 5, 2014		
Crated ST	$84.95/CWT	$169.90
Additional Handling ST	$106.18/CWT	$212.36
Crated Inbound One Way Overtime	$107.14/CWT	$214.07
Additional Handling One Way Overtime	$133.79/CWT	$267.57
Crated Outbound Overtime Surcharge	$22.09/CWT	$44.17
Additional Handling Outbound Overtime Surcharge	$27.61/CWT	$55.21

***Uncrated shipments will NOT be accepted at the Advance Warehouse*

•Additional Surcharges		
Early Shipments to Warehouse *(before November 3, 2014)	$25.49/CWT	$50.97
Late to Warehouse after November 30, 2014	$25.49/CWT	$50.97
Shipments Returned to Warehouse * (2500 lb. minimum)	$50.00/CWT	$1,250.00

** In addition to above charges.*

• Direct Shipments to Show Site (200 lb. minimum) - First day of Direct Freight Acceptance: December 9, 2014		
Crated ST	$79.57/CWT	$159.14
Additional Handling ST	$99.46/CWT	$198.92
Crated Inbound One Way Overtime	$100.26/CWT	$200.52
Additional Handling One Way Overtime	$125.32/CWT	$250.64
Crated Outbound Overtime Surcharge	$20.69/CWT	$41.38
Additional Handling Outbound Overtime Surcharge	$25.86/CWT	$51.72

•Additional Surcharges		
Off-Target Fee *	$23.87/CWT	$47.74
Late to Warehouse delivery fee * after December 5, 2014. Delivered to Show Site	$22.09/CWT + $75.00	
Shipments Returned to Warehouse * (2500 lb. minimum)	$50.00/CWT	$1,250.00
Small Packages *(show days only) (50 lbs max. each piece)	$40.00/piece	
Hand carry empty storage fee	$50.00/per container	

** In addition to above charges.*

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:

3 Separate Shipments
54 lbs. charged @ 200 lbs. $169.90
59 lbs. charges @ 200 lbs. $169.90
72 lbs. charges @ 200 lbs. $169.90
Total: 185 lbs. Total Cost: $509.70

1 Consolidated Shipment
3 pieces (1 shipment)
185 lbs. @ 200 lbs. = $339.80
Total Savings: $169.90

Number of CWT's (100 lbs.)	x	Applicable Rate	=	Amount
_____	x	_____	=	_____
_____	x	_____	=	_____
			Total	_____

Empty Removal Instructions

ALL EXHIBITORS MUST HAVE ALL CRATES TAGGED FOR EMPTY STORAGE BY Tuesday, December 9, 2014 at 3:00 pm.

NOTE: EXHIBITORS WILL BE SUBJECT TO A SURCHARGE OF UP TO 20% OF THE TOTAL FREIGHT INVOICE IF CRATES ARE NOT TAGGED FOR REMOVAL BY SET DEADLINE.

Exhibit Hall Hours

Exhibitor Move-In

Tuesday	December 9, 2014	8:00 am - 3:30 pm

Show Hours

Tuesday	December 9, 2014	5:30 pm - 8:00 pm
Wednesday	December 10, 2014	9:45 am - 6:30 pm
Thursday	December 11, 2014	8:00 am - 12:30 pm

Exhibitor Move-Out

Thursday	December 11, 2014	12:30 pm - 6:00 pm

ALL SHIPMENTS MUST BE ACCOMPANIED BY CERTIFIED WEIGHT TICKETS. ALL CARRIERS WITH MULTIPLE SHIPMENTS MUST HAVE INDIVIDUAL WEIGHT CERTIFICATES ACCORDINGLY. THE EXPO GROUP RESERVES THE RIGHT TO REFUSE A DRIVER CHECK-IN UNTIL THE PROPER WEIGHT TICKETS ARE OBTAINED.

Booth and/or Material Abandonment: Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in this Exhibitor Manual

Freight Holds: The Expo Group reserves the right to hold freight for ANY outstanding balance owed including; booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

Late Set-Up: To stay in the building after noted move-in hours, exhibitors must remain in their designated booth space. In and out access to the building is not permitted without prior approval.

Accessible Storage

Exhibitor must sign up for accessible storage at The Expo Group Desk onsite.

Accessible storage is unsecured.

FAQ

What is Accessible Storage? Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

Where are my Items Stored? Our on site freight personnel will reserve a designated area at show site.

Set-Up Fee

There is a one-time set-up fee of $105.00

Storage Fee

Based upon square footage required for storage:

Up to 25 square feet	$105.00 per day
26 to 50 square feet	$155.00 per day
51 to 100 square feet	$205.00 per day
101 to 150 square feet	$255.00 per day
151 to 200 square feet	$305.00 per day

Labor

Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Supervised Labor Form.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

Cart Service

The Teamster Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment as stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 500 lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.

Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ONE WAY CART SERVICE - $ 75.00 x _____ = _____ (subtotal)
(number of cart loads)

ROUND TRIP CART SERVICE - $150.00 x _____ = _____ (subtotal)
(number of cart loads)

Hand Carry/POV
Exhibitors may hand carry their merchandise from their personally owned vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Please complete the following form to provide additional information.	**TOTAL** _____

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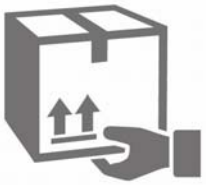

Shipping Questions

Choice of Destination

You can choose to ship to the Warehouse or direct to the Exhibit Hall. Each destination has distinct advantages.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the appropriate form for material handling rates.

What do I Need to do To Ship to The Warehouse?

Be sure delivery takes place within the time frame specified. (See Shipping Information Form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

What To Do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshaling yard where paper work and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

IMPORTANT: Ship Pre-Paid: Collect charges will not be accepted at either destination (Warehouse or Direct to Show site).

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must con tact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the TEG Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at the TEG Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling agreement is submitted, your truck should be checked into the marshalling yard before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard by the time specified in your Move-Out Letter (distributed at the Show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please <u>do not</u> leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitor's freight shipments.

All shipments must be prepaid. Shipments should be made on straight bills of lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of bills of lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager, Morgan Perry, mperry@theexpogroup.com.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at The Expo Group Customer Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit https://www.ippc.int/ for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or show-site which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to insure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket. Please have driver present this weight ticket upon checking in to be unloaded.
If you are using a privately owned vehicle or rental van, this does not apply.

Where certified weight tickets are not provided, receivers estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to showsite address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact our Customer Account Manager (CAM) at **(972) 580-9000, ext. 1417.**

Shipping Addresses

Advance Shipments to Warehouse

Advance Shipments Deadline Date:
November 3, 2014

To: (exhibiting company name and booth #)

For: SAME Small Business Conference 2014

c/o: YRC

3500 Booth St.

Kansas City, Missouri 64129

- **Receiving Information**

Advance shipments are accepted from:

- November 3, 2014 to December 5, 2014
- Any shipment arriving prior to November 3, 2014 will be charged an additional 30% per cwt.
- Any shipment arriving after November 26, 2014 will be subject to an additional fee (please refer to Material Handling Rates for these fees).
- Warehouse will be closed November 27-28, 2014 for Thanksgiving.

Direct Shipments to Show Site

First Day of Direct Shipments:
December 9, 2014

To: (exhibiting company name and booth #)

For: SAME Small Business Conference 2014

c/o: Kansas City Convention Center - Hall D
c/o The Expo Group

301 W. 13th St. West Dock

Kansas City, Missouri 64105

- **Receiving Information**

Direct shipments will be accepted from:

- December 9, 2014 beginning at 8:00 am until December 11, 2014
- Unfortunately, early shipments cannot be accepted.

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SBC Federal Engineering, Construction & Environmental Programs
Small Business Conference

SAME SBC
DECEMBER 9 – 11, 2014
KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI

Shipping Data

Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

Company Information

Exhibiting Company: _____ Booth Number: _____

Contact Name at Exhibiting Company: _____

Telephone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

Corporate Name: _____

What are the least number of work days to erect your booth? _____

Shipping Information

Shipper: _____
(Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)

Address: _____
(From where material will be shipped)

City: _____ State: _____ Zip: _____

Contact Name: _____ Telephone Number: (_____) _____ - _____

Date Shipment being sent: _____/_____/_____ Intended/Expected arrival date: _____/_____/_____

Material being shipped to: *(Circle one)* Warehouse Direct to Convention facility

If using a Customs or International forwarder, please print name: _____

Phone Number: _____ Fax Number: _____

Transportation

Shipped via: *(Circle one)* Common Carrier Van Line Private Vehicle Air Freight Other: _____

Mobile Units _____

List Carrier Name(s):

_____ _____

_____ _____

_____ _____

_____ _____

Number of Pieces to be shipped: _____

Largest Piece: **Size** _____ **Weight** _____

Type of Packing: **Crated** _____ **Uncrated** _____

Machinery _____ **Misc.** _____

Estimated Total Weight of Booth _____

Shipping Problems

In case a problem occurs with shipment, contact (in order of preference):

Name: _____

Phone Number: (_____) _____-_____ (_____) _____-_____ (_____) _____-_____
(Office) (Home) (Cell)

Name: _____

Phone Number: (_____) _____-_____ (_____) _____-_____ (_____) _____-_____
(Office) (Home) (Cell)

All freight handling charges must be paid in full at show site by check or credit card.
Shipment of materials to warehouse or show-site address indicates acceptance of these terms.

THE EXPO GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

THE EXPO GROUP
c/o YRC
3500 Booth St.
Kansas City, Missouri 64129

Name of Convention:
SAME Small Business Conference 2014

Must Arrive by December 5, 2014

Carrier: _____ No Pieces: _____

Materials arriving at the warehouse after November 26, 2014 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

THE EXPO GROUP
c/o YRC
3500 Booth St.
Kansas City, Missouri 64129

Name of Convention:
SAME Small Business Conference 2014

Must Arrive by December 5, 2014

Carrier: _____ No Pieces: _____

Materials arriving at the warehouse after November 26, 2014 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

THE EXPO GROUP
c/o YRC
3500 Booth St.
Kansas City, Missouri 64129

Name of Convention:
SAME Small Business Conference 2014

Must Arrive by December 5, 2014

Carrier: _____ No Pieces: _____

Materials arriving at the warehouse after November 26, 2014 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

THE EXPO GROUP
c/o YRC
3500 Booth St.
Kansas City, Missouri 64129

Name of Convention:
SAME Small Business Conference 2014

Must Arrive by December 5, 2014

Carrier: _____ No Pieces: _____

Materials arriving at the warehouse after November 26, 2014 will be subject to a surcharge.

THE EXPO GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

Kansas City Convention Center - Hall D
c/o THE EXPO GROUP
301 W. 13th St. West Dock
Kansas City, Missouri 64105

Name of Convention:

SAME Small Business Conference 2014

Do not Deliver Prior to
December 9, 2014 at 8:00 am

Carrier: _____ No Pieces: _____

THE EXPO GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

Kansas City Convention Center - Hall D
c/o THE EXPO GROUP
301 W. 13th St. West Dock
Kansas City, Missouri 64105

Name of Convention:

SAME Small Business Conference 2014

Do not Deliver Prior to
December 9, 2014 at 8:00 am

Carrier: _____ No Pieces: _____

THE EXPO GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

Kansas City Convention Center - Hall D
c/o THE EXPO GROUP
301 W. 13th St. West Dock
Kansas City, Missouri 64105

Name of Convention:

SAME Small Business Conference 2014

Do not Deliver Prior to
December 9, 2014 at 8:00 am

Carrier: _____ No Pieces: _____

THE EXPO GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

Kansas City Convention Center - Hall D
c/o THE EXPO GROUP
301 W. 13th St. West Dock
Kansas City, Missouri 64105

Name of Convention:

SAME Small Business Conference 2014

Do not Deliver Prior to
December 9, 2014 at 8:00 am

Carrier: _____ No Pieces: _____

YRC FREIGHT

Exhibit Services

Reliable trade show shipping services

The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) | Live Chat

YRC FREIGHT

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BEST CHOICE: ✓ TRADESHOW SUCCESS ✓ WORLD-WIDE LOGISTICS

Tradeshow Transportation Specialists

Tradeshow Management SIMPLIFIED

Your Official Freight Carrier for SAME 2014 SBC December 9-11, 2014 Kansas City, MO.

With over 100 years of industry experience, TTS truly understands the importance of on-time delivery, exceptional service and 24-hour live accessibility. With a network of agents stretching to every corner of the world, we are big enough to guarantee your on time delivery and make your tradeshow the success you've planned for.

✓ Round-the-clock tradeshow freight services 7 days a week... even holidays and after hours!

Contact a Tradeshow Specialist Today!

Call Toll Free:	Email:	Visit Us Online:
1-877-744-7887	info@tshow.com	www.tshow.com

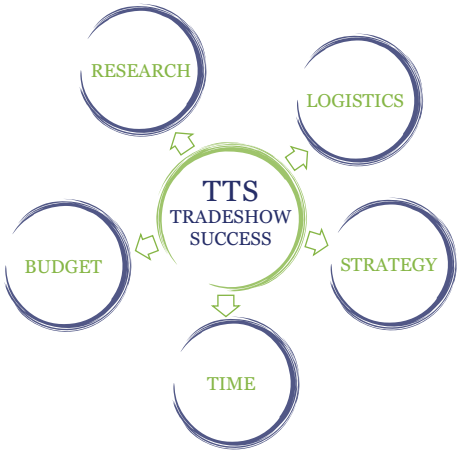
San Diego Convention Center

Have you ever seen a logistics company advertise their "tradeshow division"and asked them what that really means?

Is tradeshow freight handled differently than any other freight?
Is staff trained any differently?
Do they have over 100 years experience in the trade show industry?

If the answer is "no" you should take a look at TTS. At TTS Logistics, we don't promote a tradeshow "department" because our entire company is comprised of tradeshow and event logistics specialists!

TTS Logistics Promises To:



Research your shows, verify site address and move-in/out dates and times
Research advanced warehouse options, addresses and deadline dates
Research contractor drayage rates and determine which delivery site is more economical

Consider how pickup and delivery times affect material handling charges to and from the show
Check show schedules and advise if shipping show-to-show or round-trip will avoid extra fees

Provide all shipping documents and preprinted labels prior to pick up of your materials
Provide International logistics which understand the unique rules and regulations between countries

Provide installation and dismantle services OR schedule pickup and delivery that best work with your existing services
Provide a personal and dedicated account manager familiar with you and your company's tradeshow procedures

Affiliations:

IAEE International Association of Exhibitions and Events · pcma · Airforwarders Association Forwarder Thinking. Global Focus. · Angel Flight West

LIVE 24/7 customer service representatives!

24-hr online tracking with TTS Track!

I have had other companies wanting my business and I tell them I am happy with the service TTS gives me, even if their service is cheaper. It is my loyalty/comfort zone that matters. I have a good working relationship with TTS and that means more to me than saving a few dollars and having a headache every time I have a problem. TTS always knows the best way to handle things and that is why I love working with them!

Tradeshow Coordinator
VirtualScopics, Inc.

For Your Tradeshow Success, Contact a TTS Specialist Today!

1-877- 744 - 7887 | info@tshow.com | www.tshow.com

TTS

Tradeshow Transportation Specialists

BEST CHOICE: ✓ TRADESHOW SUCCESS ✓ WORLD-WIDE LOGISTICS

Tradeshow
Transportation
Specialists

Delivery Facility:
Address 1:
Address 2:
City/ST/Zip:

TTS BOL #
Show: SAME 2014 SBC
Exhibiting Company:

BOOTH:

OF

TTS Logistics, Inc. (877) 744-7887

Safety

Standing on chairs, tables, or other rental furniture is prohibited. Rental furniture is not made to support your standing weight. The Expo Group cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the TEG Service Desk or the Display Labor Service order form included in this Exhibitor Service Manual.

Union Jurisdiction Display Set – Up and Dismantle

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently we have an agreement with the local Stagehand Union to provide for display set-up and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from the Stagehand Union.

Material Handling

Currently we have a labor agreement with the local Teamsters Union, which has jurisdiction over the movement of exhibitor freight. Exhibitors may hand-carry their own materials through the front of the exhibit facilities; however, the use or rental of dollies, flat trucks or oter mechanical equipment is not permitted. TEG must control acess of the loading docks in order to provide for a safe and orderly move in/out. Any exhibitor owned/operated vehicles in the dock area must be unloaded and loaded by TEG at the applicable Material Handling or Cart Load rate.

Gratuities

The Expo Group requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the TEG Service Desk.

Insuring Your Product

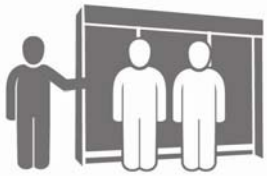
It is understood that TEG is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the Limits of Liabilities included in this Exhibitor Services Manual.

THE EXPO GROUP

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1117
Log onto **cyberservices @ www.theexpogroup.com**

SBC Federal Engineering, Construction & Environmental Programs
Small Business Conference

SAME SBC
DECEMBER 9 – 11, 2014
KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI



Exhibitor Supervised Labor

Advance Order Discount Deadline: November 3, 2014

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel on form 20b.

LABOR RATES - EXHIBITOR SUPERVISED

	ADVANCE	ON-SITE
Straight Time	$ 91.40 /Hour	$130.57/Hour
Overtime	$137.10/Hour	$195.86/Hour

Straight Time: Monday - Friday, 8:00 am - 4:30 pm

Overtime: Monday - Friday, 6:00 am - 8:00 am , 4:30 pm -12 Midnight, Sat. & Sun. 6:00 am - 12 Midnight

Exhibitor Supervised labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor on Form 20b

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check in at The Expo Group Service Desk to notify TEG that they are ready for labor.
- Exhibitor must check in at The Expo Group Service Desk to notify TEG upon completion of work.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one hour per man "No-Show" charge will be billed to exhibitor.
- Exhibitors must pick up labor at The Expo Group Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a One Hour per Man charge.
- Dismantle labor is not available until one hour after show closes.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests	Installation Labor Subtotal _____ Dismantle Labor Subtotal _____ **TOTAL** _____

THE EXPO GROUP

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SBC Small Business Conference — Federal Engineering, Construction & Environmental Programs

SAME SBC
DECEMBER 9 – 11, 2014
KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI

TEG Supervised Labor

Advance Order Discount Deadline: November 3, 2014

Want to Save Time and Money?

Select The Expo Group to Supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

LABOR RATES - THE EXPO GROUP SUPERVISED

	ADVANCE	ON-SITE		
Straight Time	$137.10/Hour	$195.86/Hour	**Straight Time:**	Monday - Friday, 8:00 am - 4:30 pm
Overtime	$205.65/Hour	$293.79/Hour	**Overtime:**	Monday - Friday, 6:00 am - 8:00 am , 4:30 pm - 12 Midnight, Sat. & Sun. 6:00 am - 12 Midnight

Name of Company Representative to call for questions and confirm completion of booth set up: _____

Phone Number: (_____) _____-_____ Cell Number: (_____) _____-_____

Special Equipment Request: _____

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

IMPORTANT: You must complete and return The Expo Group Supervised Set Form on the following page and return it with your order. In addition install, dismantle and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one hour per man "No-Show" charge will be billed to exhibitor.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Installation Labor Subtotal _____ Dismantle Labor Subtotal _____ **TOTAL** _____

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KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI

TEG Supervised Set Exhibit Info

Complete only if ordering The Expo Group Supervised Labor.

Inbound Shipping Information

Carrier: _____ Phone: (_____) _____ - _____ Pro #: _____

Shipped To: ☐ Warehouse ☐ Show Site Date Shipped: _____

Shipped From: City: _____ State: _____ Zip: _____

Total Number of: ____ Crates ____ Cartons ____ Fiber Cases ____ Other (Specify) _____

Set-up Information

Company Representative to call for questions and confirm completion of booth set up.

Phone Number: (_____) _____ - _____

Set Up Plans/Photo: ☐ Attached ☐ To be Sent ☐ With Exhibit ☐ In Crate # _____

Carpet: ☐ With Exhibit ☐ Rent From The Expo Group Carpet Color: _____ Size: _____

Electrical Placement: ☐ Drawing Attached ☐ Drawing with Exhibit ☐ Electrical Under Carpet

Graphics: ☐ With Exhibit ☐ Shipped Separately

Outbound Shipping Information

A Total of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
are being shipped to the following outbound destination.

Ship To: _____

_____

_____

Telephone (_____) _____ - _____ Must Arrive at Destination By: _____

Method: ☐ Air Freight ☐ Van Line ☐ Common Carrier ☐ Other (Specify) _____

Date Carrier is Scheduled to Pickup Freight: _____

Name of Carrier: _____ Carrier Phone: (_____) _____ - _____

Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Freight Charges: ☐ Prepaid ☐ Collect

Bill To (Company Name & Address): _____

_____

_____

Phone Number: (_____) _____ - _____

NOTE: The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor.

Company Name: _____ Booth #: _____

Emergency Contact Name: _____ Phone #: (_____) _____ - _____

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KANSAS CITY, MISSOURI

Lift Equipment & Labor

Advance Order Discount Deadline: November 3, 2014

EQUIPMENT & LABOR	STRAIGHT TIME HRS Monday - Friday 8:00 am - 4:30 pm		OVERTIME HRS Monday - Friday, 6:00 am - 8:00 am, 4:30 pm - Midnight Saturday & Sunday 6:00 am - 12 Midnight	
	ADVANCE	**ON-SITE**	**ADVANCE**	**ON-SITE**
5,000 lb. Fork & Operator	$161.30/Hour	$230.43/Hour	$220.45/Hour	$314.93/Hour
Teamster/Helper	$ 86.05/Hour	$122.93/Hour	$139.80/Hour	$199.71/Hour

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hours	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Additional Labor	Date	Est. Start	Est. End	# of Men	# of Hours	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Describe Work to be Done

Please describe the largest piece of equipment to be handled:_____

Weight:_____ lbs. Size:_____ X _____ X _____ Height to be placed:_____

Please indicate work to be performed:_____

☐ Uncrating ☐ Unskidding ☐ Reskidding of Machinery ☐ Header/Booth Work ☐ Other_____

Exhibitor Show Site Contact (available for logistical questions)

_____

Name Cell ( )

_____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator and crew.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e. 8:00 am. Exhibitor must check in at The Expo Group Service Desk to pick up forklift ordered, and check out at The Expo Group Service Desk upon completion of work.
- 5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not canceled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Appointed Contractor to order services on their behalf, MUST file a Third Party Authorization form with The Expo Group.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Task of Forklift & Crew (Install Header, Spot Machinery, etc.): _____	**TOTAL** _____

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1117
Log onto **cyberservices @ www.theexpogroup.com**

Terms and Conditions

For your convenience, we will use your credit card authorization to charge any additional amounts incurred.

Prices are subject to change without notice.

Current Available 120-208 Volt Single Phase and 208 Volt AC Three Phase. 480 Volt Three Phase is available.

All electrical connections must be made by the contractor. Any type of zip cords, power strips, Romex or Cube taps etc. WILL NOT be permitted. Any such connections in the booth will have to be rewired by the Electrical Contractor to confirm with the facilities regulations and the National Electrical Code and will be charged to the Exhibitor.

Rates quoted cover bringing service to booth in most convenient manner. Labor will be charged for connection of equipment without a power cord, layout of floor plans, tracing exhibitor malfunctions and equipment repairs. To be paid upon completion.

Claims WILL NOT be considered unless filed prior to the close of show.

Additional charge of $40.00 for each plug installed after carpet is laid.

Building utility outlets are not a part of booth space and are not to be used by exhibitors.

No credit will be issued on outlets installed as ordered and not used.

All materials remains the property of GreenWave Technology Inc. unless otherwise specified.

THE EXPO GROUP

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KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI

Electrical Service

Advance Order Discount Deadline: November 3, 2014

Description	Quantity	x	Advance Price	Standard Price	=	Total
110 Volts						
Dedicated Circuit (20 Amps)		x	$ 198.95	$ 284.21	=	
0-1000 Watts (10 Amps)		x	$ 134.45	$ 192.07	=	
1001-2000 Watts (20 Amps)		x	$ 182.80	$ 261.14	=	
1000-2000 Watts (24 Hr. Service)		x	$ 322.60	$ 460.86	=	
208 Volts Single Phase						
0-4000 Watts (20 Amps)		x	$ 371.00	$ 530.00	=	
4001-6000 Watts (30 Amps)		x	$ 430.15	$ 614.50	=	
6001-8000 Watts (40 Amps)		x	$ 467.75	$ 668.21	=	
8001-10,000 Watts (50 Amps)		x	$ 494.65	$ 706.64	=	
10,000-12, 000 Watts (60 Amps)		x	$ 526.90	$ 752.71	=	
208 Volts Three Phase						
0-4000 Watts (20 Amps)		x	$ 467.75	$ 668.21	=	
4001-6000 Watts (30 Amps)		x	$ 494.64	$ 706.64	=	
6001-8000 Watts (40 Amps)		x	$ 526.90	$ 752.71	=	
8001-10,000 Watts (50 Amps)		x	$ 564.55	$ 806.50	=	
10,000-12,000 Watts (60 Amps)		x	$ 629.05	$ 898.64	=	
Materials						
Power Strip (6 spots)		x	$ 59.15	$ 84.50	=	
Power Strip (6 spots) w/ Surge Protector		x	$ 86.05	$ 122.93	=	
Labor						
Straight Time 8:00 am -4:30 pm Monday - Friday			$ 107.55	$ 107.55		
Overtime Time 4:30 pm - 8:00 am Monday - Friday			$ 107.55	$ 107.55		
Saturday, Sunday and Holidays						

Electrical outlets may be run to all linear booths. If you do not order electrical service, but plug into one of these outlets, you will be charged for usage.

Cancellation Policy:
Cancellations received less than one week prior to the first day of exhibitor scheduled move –in will be billed at 100%. No credit will be issued on outlets installed as ordered and not used.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical location must be provided with this order. See Form 22c. **Is it:** ____ **Attached** ____ **To Follow** ____ **Use Standard Location**	Subtotal _____ Taxes and Fees Multiplied by 8.475% _____ **TOTAL** _____

THE EXPO GROUP

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Phone: (972) 580-9000 Fax: (972) 465-1117
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KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI

Electrical Service Location

Return This Information Sheet With The Electrical Service Order Form

Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers, and describe service required.

Booth Size: _____ **x** _____

Aisle _____ **(Back of Booth)**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
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4																					4
3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth # _____

Adjacent Booth # _____

Feet Back

Feet over

Aisle _____ **(Front of Booth)**

THE EXPO GROUP

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DECEMBER 9 – 11, 2014
KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI

Internet Service

Advance Order Discount Deadline: November 3, 2014

Description	Quantity	x	Advance Price	Standard Price	=	Total
Internet Connections are priced on the exhibitor network, these are shared connections						
Internet Connection With 1 IP device		x	$ 940.90	$ 1,344.14	=	
Additional IP Address Per device connected to the network Including extra computers,printers,switches		x	$ 134.45	$ 192.07	=	
5 Meg. Line		x	$ 5,591.40	$ 7,987.71	=	
10 Meg. Line Larger Bandwidth avail. Please call for quote		x	$11,828.00	$16,897.14	=	
Natted 1 to 1 Static Address		x	$ 1,451.65	$ 2,073.79	=	
V-lan Connections (call for quote)		x	Call For	Quote	=	
Minimum Relocation Fee		x	$ 204.30	$ 291.86	=	
Switch/Hub Rental 16 port max. Requires Internet		x	$ 204.30	$ 291.86	=	
Shared Wi-Fi (one device)(for event)		x	$ 322.60	$ 460.86	=	
Private Wi -Fi Networks (call for quote)		x	Call For	Quote	=	

Cancellation Policy:
Cancellations received less than one week prior to the first day of exhibitor scheduled move –in will be billed at 100%. No credit will be issued on outlets installed as ordered and not used.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An Internet location must be provided with this order. See Form 23b. **Is it:** ____ **Attached** ____ **To Follow** ____ **Use Standard Location**	Subtotal _____ Taxes and Fees Multiplied by 8.475% _____ **TOTAL** _____

THE EXPO GROUP

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KANSAS CITY CONVENTION CENTER
KANSAS CITY, MISSOURI

Internet Service Location

Return This Information Sheet With The Internet Service Order Form

Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers, and describe service required.

Booth Size: _____ **x** _____

Aisle _____ **(Back of Booth)**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
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11																					11
10																					10
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8																					8
7																					7
6																					6
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1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth # _____

Adjacent Booth # _____

Feet Back

Feet over

Aisle _____ **(Front of Booth)**

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1117
Log onto **cyberservices @ www.theexpogroup.com**

Floral

Advance Order Discount Deadline: November 3, 2014

The pleasing accent of floral displays softens and enhances your exhibit space, creating a professional and comfortable environment for you and your customers to conduct business. Special floral options are available on request. All materials and plants available on a rental basis only, except for cut flower arrangements. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at end of show. Orders placed on the show floor are subject to availability.

		Qty.		Advance Price	Standard Price		Total
Green & Blooming Plants	Mum Plants Color: ___ Yellow ___ White ___ Lavender ___ Bronze	_____	x	$ 43.00	$ 61.43	=	_____
	Seasonal Flowering (Azaleas, etc.)	_____	x	$ 55.00	$ 78.57	=	_____
	Large Fern or Ivy	_____	x	$ 55.00	$ 78.57	=	_____
	3' Green Plants	_____	x	$ 68.50	$ 97.86	=	_____
	4' Green Plants	_____	x	$ 79.00	$112.86	=	_____
	5' Green Plants	_____	x	$ 94.75	$135.36	=	_____
	6' Green Plants	_____	x	$109.25	$156.07	=	_____
Lead Tracking	8" Bubble Bowl (Great for drawing business cards).	_____	x	$ 49.50	$ 70.71	=	_____
Special Packages	**Package "A" (For typical 100 sq. ft. booth)** 2 - 3' Plants 1 - Table-top Plant All with Deco Containers	_____	x	$158.00	$225.71	=	_____
	Package "B" (For typical 200 sq. ft. booth) 3 - 3' Plants 1 - Table-top Plant All with Deco Containers	_____	x	$211.00	$301.43	=	_____
	Plasma Package (Perfect for plasma screen bases) Two Large ferns & one 6" blooming plant, All with Deco Containers	_____	x	$131.00	$187.14	=	_____
Professional Floral Services	**Custom Designed Floral Arrangement** Small Arrangement	_____	x	$110.50	$157.86	=	_____
	Large Arrangement	_____	x	$144.00	$205.71	=	_____

Cancellation Policy: Cancellations received less than one week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests	Subtotal _____ Taxes and Fee Multiplied by 8.475% _____ **TOTAL** _____